



Department of Development Services – West Region  
JOB OPPORTUNITY

**Developmental Services Residential Program Supervisor 1  
CHESHIRE REGIONAL CENTER**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Lateral Candidates Only

**Position:** Developmental Services Residential Program Supervisor 1 (Full-time 70Hr)

**Location:** Cheshire Regional Center (Responsible for Cheshire CLA's, Southbury, Torrington and Stratford Respite Centers)

**Job Posting No:** 015779

**Hours:** Monday - Friday – 8:30 am-4:00 pm; RDO's Saturday, Sunday (Will be required to work one late night - to be determined). **Must be flexible to meet agency needs**

**Salary:** \$2,457.48 - \$3,317.71 bi-weekly

**Closing Date:** May 25, 2015

**Eligibility Requirement:** This is a **competitive position**. Candidates must have applied for and passed the **Developmental Services Residential Program Supervisor 1** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration

**Examples of Duties:** Duties consistent with the Developmental Services Residential Program Supervisor 1 job description. This position will be responsible for the Cheshire CLA's and the Respite Centers throughout the Region (Torrington, Southbury, and Stratford). Assists in development and implementation of policies, programs, scheduling and operating procedures; directs, coordinates, evaluates and monitors performance of residential program unit including monitoring staff implementation of individual teaching strategies; confers with staff on routine operational, disciplinary and special problems; evaluates performance of individuals and employees in cooperation with assigned staff; conducts in-service training on intellectual disability practices and procedures and care of consumers; arranges search parties and coordinates emergency responses for individuals; reviews reports of subordinates and prepares periodic operational reports; makes rounds to insure units are clean and safe; may attend interdisciplinary team and administrative meetings; may work with parent and community groups; may counsel individuals or employees on problems; may interview candidates for position openings; may be assigned responsibility for orderly operation of facility on a shift; may notify other departments of deficiencies and assist in implementing plans of correction within units; maintains staff training records; performs related duties as required.

**Knowledge, Skill and Ability:** Knowledge of problems and needs of individuals in one of the following areas: blindness or visual impairments; children disabilities; intellectual disabilities; psychiatric disabilities; knowledge of advocacy process; knowledge of relevant state and federal laws, statutes, and regulations; knowledge of relevant agency policies and procedures; knowledge of community resources and service delivery systems; interpersonal skills; oral and written communication skills; interviewing skills; negotiating skills; ability to identify, investigate, and analyze problems and recommend effective solutions; ability to research and organize information; ability to understand and explain complex written materials.

**General Experience:** Four (4) years of experience in the care and supervision of persons with intellectual disabilities.

**Special Experience:** One (1) year of the General Experience must have been in a supervisory capacity at the level of a Supervising Developmental Services Worker 1 or 2.

**Substitutions Allowed:** College training, preferably in an educational, nursing or social science field, may be substituted for the General Experience on the basis of two (2) years of college education equalling one (1) year of experience to a maximum of two (2) years.

**Special Requirement:** Must be knowledgeable in ICF/ID rules and regulations. Incumbents in this class may be required to be bilingual or fluent in American Sign Language. Must have a current valid CT driver's license, statewide travel will be required.

Applicants must be current in all DDS required training. Applicants must possess or be able to obtain Medication Administration Certification and/or CPR certification.

**Physical Requirement:** Incumbents in this class will be required to possess physical and emotional health for efficient performance of duties; a physical examination may be required.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam) and copies of their last two performance appraisals.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete applications materials will not be considered**

**Send application materials to:**

**Department of Developmental Services — West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Recruiter  
Fax: 203-574-8857**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.